



PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | June St. Clair Atkinson, Ed.D., *State Superintendent*

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TO: Superintendents, Local Education Agencies
Directors, Exceptional Children Programs
Lead Administrators, Charter Schools

FROM: Tracy S. Weeks, Chief Academic and Digital Learning Officer
Academic and Digital Learning

William J. Hussey, Director
Exceptional Children Division

RE: **Special State Reserve Application for Funds – FY 2015-16 State Program Report Code (PRC) 063 Funds, Ages 3 through 21**

The North Carolina Department of Public Instruction Exceptional Children Division will provide Special State Reserve (SSR) funds for **emergency situations** for children with disabilities. **Occasionally, a high cost child with disabilities will move into a Local Education Agency (LEA) or Charter School after budgets are set and funds are committed.** The atypical needs of a high cost child with disabilities may place an extraordinary fiscal burden on the LEA/Charter School to secure needed funds for special education and related services for the child.

Special State Reserve funds are intended to assist LEAs/Charter Schools with these unforeseen situations that are accompanied by an unexpected fiscal burden. These **child specific funds** may be secured from the North Carolina Department of Public Instruction Exceptional Children Division **via an application process** to assist an LEA/Charter School with providing necessary special education and related services for a high cost child.

Application forms and reference materials are located at the Exceptional Children Division's website under the Finance and Grants tab:

<http://ec.ncpublicschools.gov/finance-grants/applications/special-state-reserve-funds>

The organization of the application reference material, instructions and forms has changed. Each item is listed as a separate document as a means to quickly locate items needed. Reference materials and instructions are grouped together, creating a reference manual for guidance in completing SSRF forms. All SSRF forms are listed individually for quick access. Do not use forms from previous years or sample forms provided as reference material.

EXCEPTIONAL CHILDREN DIVISION

William J. Hussey, *Director* | bill.hussey@dpi.nc.gov

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AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

The SSRF-1, *Special State Reserve Funds for Children With Disabilities Application*, must be mailed via postal mail and post-marked within 60 calendar days of the child's enrollment. Applications can be submitted throughout the school year through May 15, 2016, or until all funds are exhausted.

For further information, contact Lori Peterson at (919) 807-3932 or lori.peterson@dpi.nc.gov.

TSW/WJH/TAR/ljp

cc: Philip Price
Alexis Schauss
Finance Officers